

CURRICULUM VITAE

PERSONAL INFORMATION

Name: NGUYEN THI THU HANG

Date of birth: January, 28th, 1981

Marital status: Single

Address: No 17 Luong Van Can Str, Hoan Kiem District, Ha Noi, Vietnam

Cell phone: (84) - 912 - 772 - 861

Home phone: (84) - 4 – 828 – 1675

Office phone: (84) – 4 – 934- 7992

Email: hangjerry81@yahoo.com, hangjerry81@gmail.com

EDUCATION **2003:** Bachelor's Degree in Foreign Languages, English
Department, *Vietnam National University*

April 2007 - Now

Samsung Engineering Co., Ltd

Hanoi Representative Office

No 17 Ngo Quyen, Hoan Kiem, Hanoi

❖ ***Translator cum Interpreter***

- Responsible for document, bidding translation
 - Be an interpreter in meeting and seminar
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WORKING EXPERIENCE

May 2005 – April 2007

Wise-Concetti, Joint Venture Company (Vnlocalize)

No 4 Da Tuong, Hoan Kiem, Ha Noi

❖ ***Linguist cum Project Manager***

- Providing translation on IT, legal, automobile, medical devices, healthcare, business and marketing
- Software and website localization
- Doing DTP
- Be a project manager

July-2003 - April 2005***Population Council, NGO***

No31 Xuan Dieu, Tay Ho, Ha Noi

❖ *Project Assistant*

- Providing translation on cultures, legal and marketing
- Collecting and analyzing data on ethnic minorities in Vietnam
- Acting as an interpreter and program assistant in project's events such as exhibition, press conferences, seminars.

September 1999 - June 2003***The Gioi Publishers******Vietnam Cultural Window Magazine***

No 46 Tran Hung Dao, Hoan Kiem, Hanoi

❖ *Freelancer translator*

- Responsible for collection and translation information on ethnic group and religion, culture and tourism
- Articles on issues *No. 11: Spring Festivals: Beliefs and Fun; No. 22: Different Ethnic Colours of Tet; No 25: The Flavour of Traditional Markets; No 67: Traditional Craft Villages*

**COMPUTER
COMPETENCY**

- Windows XP and Vista Home Premium, Microsoft Office 2003 & 2007
- Trados 7.0 Freelance, Wordfast 5.0, Helium 4.0, Locstudio 4.0
- Praticount and Invoice (Standard), Translation Office 3000
- Adobe Acrobat 7.0 Professional, Adobe Reader 8.0, Adobe Photoshop 7.0, Adobe InDesign CS2, Adobe Pagemarker 7.0, Adobe Illustrator 7.0, Adobe QuarkXpress 7.0

EXPERTISE

- IT Technical, Engineering, Automobile
- Business, Marketing
- Legal, Medical, Healthcare
- Culture and Tourism

PROJECTS

- Son La Hydropower Plant (Bidding Document): 155 pages
- Vinh Phuc Solid Waste Treatment (Bidding Document): 120 pages
- Nghi Son Refinery and Petrochemical Complex (Feasibility study): 7, 000 words
- Vietnam Standards (focus on waste treatment and construction): 30, 000 words

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- Honda Civic User's Manual and Online Training: 400, 000 words
 - Ben Q Siemens Mobile phone: User's Manual from Tek Translation: 27,000 words
 - Marketing Materials on Processor Technologies of Intel® Core™2 Duo: 19,000 words and 80 pages for DTP
 - Abbot Precision Xtra, blood test device: 5,000 words and 15 pages for DTP
 - Labour Contract for exporting labour to Japan from Hanoi telecoms: 3,000 words
 - Collective Agreement of Wise- Concetti, JVC: 11,000 words
 - Trademark Certificate from Investip: 4,000 words
 - Chinese Traditional Ceramic History (book): 55 pages